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TAB A

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TAB D

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TAB E

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HEADQUARTERS REGULATIONS

ORGANIZATION

e. CIA AUTOMATIC DATA PROCESSING STAFF

- (1) MISSION. The Chief, CIA Automatic Data Processing Staff is responsible for providing Agencywide leadership and staff assistance in the development and coordination of automatic data processing activities.
- (2) FUNCTIONS. The Chief, CIA Automatic Data Processing Staff shall:
 - (a) Review Agency automatic data processing operations to further inter-system coordination and integration where advantageous and appropriate.
 - (b) Assist Agency components in system analysis of present or proposed operations and prepare system evaluations.
 - (c) Develop and recommend new automatic data processing systems to serve Agency requirements; perform systems study and develop systems design; prepare system specifications, including hardware requirements; assist in the procurement and development of necessary ADP resources, participate in implementation efforts, including source data preparation, computer programming, contractor services, technical training, time-phasing, etc.
 - (d) Identify and evaluate external sources of assistance in the data processing field and coordinate Agency liaison with such sources.
 - (e) In consultation with the Operating Office and the Office of Training, determine the requirements for automatic data processing training; develop and provide training programs in data processing for all levels of Agency personnel; and coordinate and advise on all requests for such training.
 - (f) Act as office of record for ADP equipment utilization throughout the Agency.
 - (g) Approve or, when appropriate, refer to the CIA Automatic Data Processing Committee with recommended action, proposals affecting data processing systems, equipment, research, or development.
 - (h) Represent the Agency in interagency endeavors in the field of ADP or support the appointed Agency representatives so engaged.
- (3) ORGANIZATION. See organization chart, figure 12.

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